

Sample Stage II Evaluation Sheet

A/E EVALUATION BOARD EVALUATION SHEET STAGE II – TEAM INTERVIEWS

PROJECT: _____ DESIGN FIRM: _____

LOCATION: _____ LEAD DESIGNER: _____

DATE: _____ A/E EVALUATION BOARD MEMBER: _____

Value	CRITICAL ELEMENT						Score
		POOR	FAIR	GOOD	VERY GOOD	EXCELLENT	
1	2	3	4	5			
50	TEAM DESIGN PERFORMANCE						
	Projects demonstrate success in addressing issues of community context, design image, function, and sustainability.						
	Project examples are similar in complexity to project.						
	Proposed A/E Team demonstrates it can work together successfully.						
	Commitment of Lead Designer.						
30	TEAM ORGANIZATION AND MANAGEMENT PLAN						
	Plan clearly identifies key roles and lines of communication. It presents the means to integrate client and community input.						
	Plan explains steps to ensure cost and quality control, as well as identifies all review stages.						
	Plan identifies the physical location of major design and production work, the coordination plan for consultant work, and for work produced in remote offices.						
15	PROFESSIONAL QUALIFICATIONS						
	The A/E Team Project Manager and Lead Designer have the qualifications, experience, and commitment to organize all efforts required for this project.						
5	GEOGRAPHIC LOCATION						
	The A/E Team satisfies geographic limitations published in the CBD.						
Total Score							

COMMENTS: